



**STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Second Year Renewal Request Form**

ATTACHMENT 1

RFP NO. SAC0203RE0405

**CONTACT PERSON: Jay Acock
PHONE NUMBER: (573) 522-6727**

**TITLE: School Age Care/Afterschool Program Grant Second Renewal (Federal, CCDF program)
ISSUE DATE: June 14, 2004**

RETURN RENEWAL REQUEST NO LATER THAN: (2:00 PM, Wednesday, June 30, 2004)

MAILING INSTRUCTIONS: Print or type **Renewal Number** and **Return Due Date** on the lower left hand corner of the envelope or package.

RETURN PROPOSAL TO: Director, Community Education, SAC/Afterschool DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION 205 Jefferson St. 5 th Floor JEFFERSON CITY MO 65101
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RENEWAL PERIOD: July 1, 2004 – June 30, 2005 (Final Award)

The applicant hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Renewal. The applicant further agrees that the language of this Renewal shall govern in the event of a conflict with his/her proposal. The applicant further agrees that upon receipt of an authorized purchase order from DESE or when this Renewal is countersigned by an authorized official of the State of Missouri, a binding contract shall exist between the applicant and DESE.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE		DATE	
PRINTED NAME		TITLE	
DISTRICT NAME		SITE NAME	
DISTRICT COUNTY CODE	BUILDING NUMBER	County	
ORGANIZATION Name (If different than district name)			
MAILING ADDRESS			
CITY, STATE, ZIP		FEDERAL EMPLOYER ID NO.	
PHONE NO.	FAX NO.	E-MAIL ADDRESS	

NOTICE OF RENEWAL AWARD (STATE USE ONLY)

ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:	
TITLE Commissioner of Education	DATE
Total Amount Awarded:	

GUIDANCE

This guidance refers only to any additions and/or changes that have occurred since the awarding of the SAC/Afterschool Grant for 02-03. It is understood that the applicant has on file a copy of their original Request for Proposal labeled SAC0203. If you do not have a copy on file you may order a copy from the office of Community Education, however there will be an order and printing charge that you will have to pay.

Please refer to your original RFP and completed application template as your base guideline for this second year renewal. Note that from this point forward, the term Year Two Renewal will mean the last renewal period of the original 02-03 SAC grant award.

The end of the Year Two renewal will constitute the end of the three-year cycle for the 02-03 SAC grant/renewal cycle.

The goal of offering two renewals for the SAC grant is so that Public School District Programs can work toward and build sustainability for those sites. At the end of the one-year grant and up to two renewals, that particular program site may not reapply for a SAC grant until further notice is given. The reason for this is to follow the mandates of the Child Care Development Fund (CCDF) grant funds that are to be used for start-up, expansion and enhancement of School Age Care programs. These grants were never intended to be used as an on-going source of funding for a program site. We have seen many success stories whereby a Public School District has used the funds to bring on a new program and then to build that program to the point where the grant funds are not needed for the day to day running of the program.

1. GENERAL RENEWAL REQUIREMENTS

1.1 Renewal Period:

- 1.1.1 The original SAC/A Grant award was for one year (02-03) with an option for up to two (2) renewals. This Second renewal period will run from July 1, 2004 to June 30, 2005. The renewal shall not bind, nor purport to bind, DESE for any contractual commitment in excess of the original SAC/A Grant award period.

1.2 Other Renewal Requirements:

- 1.2.1 All programs that receive a Year Two Renewal will be required to attend an orientation meeting in the fall of 2004 with date, time and location to be announced at a later time. This orientation will be for the Contact Person (the person responsible for the program) and any upper management staff that the contact person may deem necessary. Do not forget to budget this cost as you plan your program and yearly budget.
- 1.2.2 All Year Two Renewal awardees will be assigned a consultant from the Missouri Afterschool Resource Center. This consultant will provide training, technical assistance and evaluation during the year one renewal period.
- 1.2.3 All SAC/A 04-05 programs must use data management software provided by the Afterschool Resource Center.

1.3 Program Requirements

1.3.1 School Age Accreditation

School Age Care/Afterschool programs awarded a grant MUST work toward and become accredited through one of the two sanctioned School Age Care/Afterschool Accreditation Organizations. Public School District Sites who are awarded a SAC/A grant must work toward and complete the requirements for Accreditation in order to remain eligible for their award and up to two renewals. DESE recognizes both the Missouri Center for Accreditation and the National Afterschool Alliance (formerly NSACA) as approved accrediting bodies for SAC/A programs. Program MAY NOT use NAEYC accreditation to meet their SAC/A program grant accreditation requirement.

As of July 1, 2003, DESE has discontinued the tracking fee for Missouri Center for Accreditation.

For those program sites working with Missouri Center for Accreditation, you will be contacted by them in the fall to update any changes in their system. Please continue working toward accreditation. While the tracking fee has been discontinued, programs may still budget accreditation costs into their renewal budget request.

For those program sites working with the National Afterschool Alliance, please continue their process. You may also budget accreditation costs into your renewal budget request.

If you wish to change systems, you must contact Jay Acock, Director, Community Education, at the Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102 (573) 522-6727, FAX 573/526-4261, E-mail: Jay.Acock@dese.mo.gov so that you can be given further instructions.

1.4 Reporting Requirements:

- 1.4.1 The awardee must submit the reports identified hereinafter to the DESE for review and approval. For each type of report, the awardee must obtain the prior written approval of the DESE on the format and design of the report prior to its first submission. All forms will be located on the web and should be downloaded prior to completion for any updated or revised copies.
- 1.4.2 Report forms as required by DESE guidelines:
- Budget Amendment form, if necessary, due as needed. All awards must be expended no later than June 30, 2005.
 - Quarterly Invoice(s) form (one form per applicant, per payment period) requesting reimbursement of appropriate and verifiable expenditures due no later than: September 15, 2004, December 15, 2004, March 15, 2005, and June 15, 2005.
 - Final Expenditure Report form (one form per applicant) due no later than June 30, 2005. All remaining funds will be allocated to other eligible Public School Districts. Any portion of the award that was not expended by June 30, 2005 must be returned to DESE.
 - Final Program Report form (one for each awarded site) due no later than June 30, 2005.
 - Final Invoice form due no later than June 30, 2005.
 - Renewal Request Form due no later than May 15, 2005.
 - All forms required are available at the following: <http://www.dese.mo.gov/divcareered/forms.htm>.
 - Any other forms and/or materials as required by DESE.
- 1.4.3 Awardees will notify DESE of any changes in key program staff (program coordinator, site coordinator, site director or other such similar titles/responsibilities).

1.5 Funding:

- 1.5.1 Funding for a School Age Care/Afterschool Year Two Renewal is limited to the amount awarded on the Year One Renewal. DESE shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.
- 1.5.2 A Site may only request up to the amount of its 03-04 SAC grant award Year One Renewal.

1.6 Financial Requirements:

- 1.6.1 The Public School District shall agree and understand that any amount funded per the contract is subject to appropriations made by the General Assembly and signed into law by the Governor. In addition, the total budget amount described herein is also subject to reduction by executive order and or by administrative policy of the state agency when deemed in the best interest of the state. Therefore, DESE does not guarantee that any amount of funds will be spent in accordance with the contract.

It is understood and agreed upon that in the event funds from state or federal sources are not obtained by DESE and continued at an aggregate level sufficient to allow for purchased services needed, the obligations of DESE shall be terminated immediately upon written notification.

1.7 Invoicing and Payment Requirements:

1.7.1 The Public School District shall agree and understand that the State of Missouri **does not make advanced payments to the Public School District** for any services performed or goods purchased or provided. Public School districts will be notified by letter of approval or disapproval of their grant request after June 30, 2004.

1.7.2 Payments will be made on a quarterly basis, per timely submittal of an invoice showing expenditures for the invoice period. Quarterly invoices must be in the office of Community Education no later than close of business on the following dates:

September 15, 2004	December 15, 2004
March 15, 2005	June 15, 2005.

Invoices must be submitted by their due date in order to be paid. Any invoices arriving after the due date will be held until the next quarterly payment.

Payments will be paid to your school district through the Automated Clearing House (ACH). You will not receive a separate check for SAC/A Funding. This payment will be included in the normal school payment and direct deposited into the district's bank account.

1.7.3 At the end of the Year One Renewal, in order to receive the final payment the following must be submitted **no later than June 30, 2005**:

Completed Final Program Report form, AND
Completed Final Expenditure Report form AND
Completed Final invoice, the amount of verifiable expenditures will be paid.

*If for any reason, it becomes apparent that a School District will not be expending all of its renewal funds, then the School District **MUST** contact DESE as soon as possible.*

Other than the payments and reimbursements authorized under the grant award, no other payments or reimbursements shall be made to the Public School District for any reason whatsoever.

1.8 RENEWAL SUBMISSION INSTRUCTIONS

1.8.1 When submitting the renewal application, the applicant must include two (2) additional copies along with their original renewal form for a total of **three (3)** to the address listed on the front of the Renewal form.

1.8.2 Electronic submission and faxes of renewals is not permitted.

Applicants should note that bids sent as First Class or Priority Mail to the PO Box indicated, may take 24 hours to transit from the PO Box to the appropriate office and should take this into account when mailing the bid. It is recommended that bids sent by overnight delivery service be sent to the 205 Jefferson Street address instead of the PO Box listing. Applicants should be aware that bids sent by overnight delivery service, the day before bids are due, may not arrive at the correct office by the date and time due. Applicants may hand deliver bids to 205 Jefferson Street if they so choose.

- 1.8.3 DESE will not add items to the renewals received, nor will DESE remove items from the renewals received. If any adjustment to the renewal is needed, applicant must replace the entire request form with another prior to the due date. In such cases, when submitting the new renewal request form, applicant must inform DESE to replace the previous renewal request form with the new one.
- 1.8.4 The applicant is cautioned that it is the applicant's sole responsibility to submit information related to the evaluation components and that DESE is under no obligation to solicit such information if it is not included with the renewal request form. The applicant's failure to submit such information may cause an adverse impact on the evaluation of the renewal request form.
- 1.8.5 To facilitate the renewal process, the applicant is required to organize their bid into distinctive sections that correspond with the individual evaluation categories described herein.
- a. Using the **RENEWAL Template**, **ATTACHMENT 2**. **Renewal Template** of this document, applicants must complete this form in the appropriate blanks and insert requested pages where indicated.
 - b. Redesigning or reformatting of the renewal request form is not permitted.
 - c. Each requested insertion page must be titled with the section title enclosed.
 - d. **The signed page one from the original Renewal Request Form must be placed at the beginning of the Application Template. (Labeled ATTACHMENT 1)**
 - e. Narratives must be double spaced.
 - f. On those pages indicated, no more than the requested number of pages may be submitted and the Font Style must be either Arial or Times New Roman and the Point size no smaller than 11 point.
 - g. The submitted application must be stapled in the upper left hand corner only and not bound in any other manner. **Do not submit any additional information.**
 - h. All pages requesting signatures must have all appropriate signatures.
- 1.8.6 The following components must be included in the renewal request form in the order as indicated here:
- a. Cover Page **ATTACHMENT 1**
 - b. Renewal Template (Project – Section I and Program/Grant Information- Section II) **ATTACHMENT 2-A**
 - c. Statement of Assurances (Section III) **ATTACHMENT 2-B**
 - d. Program Planning Information (Section IV) **ATTACHMENT 3**
 - e. Letter of Agreement/Understanding **ATTACHMENT 4**
 - f. Program Narrative (Section VIII) **ATTACHMENT 5**
 - g. Cost of Program **ATTACHMENT 6 (see the following breakdown)**
 - Six – A: Complete Actual Budget Summary – **ATTACHMENT 6-A (one per applicant)**
 - Six – B: Complete the Budget Narrative – **ATTACHMENT 6-B (one per site)**
 - Six – C: Provide Itemized Budget Justification – **ATTACHMENT 6-C (one per site)**

Please follow the directions of each Section carefully and completely fill out all requested information. Use this opportunity for renewals to make strong programmatic changes and growth to your program. Think to the future and build toward sustainability.

2. RENEWAL TEMPLATE**ATTACHMENT 2-A****SECTION I - PROJECT INFORMATION**

District Name	Site Name	County Code/District Code Number ____ - ____	County Name
<i>PLEASE COMPLETE THE MAILING ADDRESS FOR THE DISTRICT SUPERINTENDENT</i>			
SUPERINTENDENT'S NAME		MAILING ADDRESS	
CITY, STATE AND ZIP		TELEPHONE NUMBER ()	
<i>PLEASE COMPLETE THE MAILING ADDRESS FOR THE GRANT CONTACT PERSON (PERSON RESPONSIBLE FOR THE PROGRAM)</i>			
CONTACT PERSON'S NAME		TITLE	
ORGANIZATION-ENTITY NAME (i.e. YMCA, DISTRICT, 4-H etc.)		MAILING ADDRESS	
CITY, STATE, ZIP		TELEPHONE NUMBER ()	
E-MAIL ADDRESS (Required)		FAX NUMBER	

SECTION II – PROGRAM AND GRANT INFORMATION**RENEWAL AMOUNT REQUESTED**

	Year One Renewal	Year Two Renewal Estimated
TOTAL		

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SECTION III – STATEMENT OF ASSURANCES

The Applicant hereby assures the Department of Elementary and Secondary Education that:

- A. The Public School District will maintain such records and provide such information as may be necessary for fiscal and program auditing and will provide DESE any information it may need to carry out its responsibilities under the grant.
- B. The Public School District will comply with state and federal guidelines for this grant.
- C. The Public School District will offer School Age Care Programming for no less than three (3) years from the date of contract award.
- D. Failure to meet the requirements set forth by this grant will forfeit eligibility to receive grant award.
- E. The Public School District will build a sustainable program that can stand without CCDF funding by Year four.
- F. The Public School District will fully integrate its SAC/Afterschool program into its CSIP philosophy.
- G. The program will take place in a safe and easily accessible facility.
- H. Funds under the program will be used to increase the level of State, local and other non-Federal funds that would, in the absence of these Federal funds, be made available for authorized programs and activities, and will not supplant Federal, State, local or non-Federal funds.
- I. After submission, the applicant will provide for public availability and review of the proposal and any waiver request.
- J. The proposal includes a preliminary plan for continuation of the center after Federal funding ends.
- K. Program/center must periodically evaluate their programs to assess progress toward achieving the goal of providing high-quality opportunities for academic enrichment.
- L. Funds will supplement and not supplant, other Federal, State and local public funds.
- M. Awardees must demonstrate sustainability to be eligible for renewals of School Age Care and as well as any future Community Education's grants offered by DESE.
- N. Program/Center must use the data management system supplied by the Afterschool Resource Center.
- O. Program/Center's Contact Person and any upper management staff will attend an orientation meeting in the fall (time, place, and date to be announced).

This School District, through its authorized representatives, fully understands the Assurances and the responsibility for compliance placed upon the organization by the Assurances.

The awardee will refund directly to the DESE any unused or misused funds. Any significant revision of the approved application will be requested by the awardee prior to the enactment of the change.

Signature (Individual responsible for Program)	Print Name	Title	Date
Signature (Superintendent or Authorized Rep.)	Print Name	Title	Date

SECTION IV – PROGRAM PLANNING INFORMATION

A. Will the program be located on the school site? ____ Yes ____ NO

If not, why not and in what ways will the school district be involved?

B. Number of Children
to be served
based on ages

Grades K - 3

Currently Enrolled

Additional Anticipated

Grades 4 - 6

Grades 7 - 9

Current **PLUS** anticipated: _____

Number of low-income children currently in care _____

of additional anticipated _____

Number of special-needs children currently in care _____

of additional anticipated _____

TOTAL _____

TOTAL _____

C. Date services will begin?

D. Time/Hours of operation on school days?

Time/Hours of operation on non-school days?

E. The Program will be in session during: (check all that apply); if multiple sites, please specify any differences:

____ Before-school

____ After-school

____ Weekends

____ Breaks

____ Holidays

____ Other (specify)

____ Summer Vacation /Date:

F. Total # of days program will be in operation between July 1, 2004 and June 30, 2005 _____.
(state any differences among site, if applicable.)

G. Total # of hours program operates each week: school year _____ summer _____.
Total # of days program operates each week: school year _____ summer _____.
(state any differences among sites, if applicable.)

H. What is proposed average daily attendance at each site:

I. Is the applicant willing to serve as a visitation site for others interested in beginning or improving school age care/afterschool program services? _____ Yes _____ No

J. Is the program currently licensed? _____ Yes _____ No
If yes, describe.

If not, what is your license status?

When did you receive this status?

K. Is the program accredited? _____ Yes _____ No

If not, where is the program in the accreditation process? (Check one)

Year 1 _____

Year 2 _____

Year 3 _____

Which Accreditation Organization? (Check one)

_____ Missouri Center for Accreditation _____ National Afterschool Alliance (NAA)

L. If applicable, provide the name and address of the outside agency or organization (must be not-for-profit) that the School District is partnering with.

NAME OF CONTACT:	ORGANIZATION:
ADDRESS:	CITY, STATE, ZIP
PHONE	FAX
EMAIL	

Attach a current copy of the Letter of Agreement/Understanding between the district and the not-for-profit agency showing that it covers the period from July 1, 2004 through June 30, 2005.

Attach Updated 04-05 Letter of Agreement/Understanding Here

(This is only for those programs partnering with a
Non-profit organization in the administration of the
SAC/Afterschool Program)

SECTION VIII – PROGRAM NARRATIVE # A, B, C, D, E, F, G

A. NEED: Have there been any changes in program need? ____Yes ____NO. If yes, describe in the space below. How will this renewal continue to meet the need?

B. COLLABORATIVE EFFORTS: Have there been any changes in the collaborators for this program? ____Yes ____NO. List any new collaborative efforts and fully explain how these collaborative efforts will enhance the quality of the program.

C. PROGRAM GOALS AND OBJECTIVES: Have the program goals, objectives, tasks, and performance measures changed? ____Yes ____No. If yes, describe how the renewal funding will help you meet them.

D. IMPLEMENTING THE PLAN: Has the implementation plan changed? ____Yes ____No. If yes, describe. Are parents and the community involved? ____Yes ____No. If yes, describe how. If no, why? What if any changes are there in program publicity and new students/staff recruitment? If the schedule has changed, provide a copy of the daily schedule. How will professional development, training and evaluation be different in year two? How will this help to meet goals and objectives?

E. SUSTAINABILITY AND EVALUATION: Describe how this renewal will help toward sustainability. Indicate any changes or additions to the long-range plans for fiscal viability including specific sources of funds. Has the fee schedule and/or scholarship guidelines changed? ____Yes ____No. If yes, describe. Have the evaluation plans changed? ____Yes ____No. If yes, describe.

F. PLANNED FACILITIES: Have the facilities changed? ____Yes ____No. If yes, note changes here:

G. SCHOOL AGE CARE/AFTERSCHOOL STAFF: Has the program director/site coordinator changed? ____Yes ____No. If yes, list the name of the new person here: _____. Have there been changes to the staff that would affect the amount of quality and/or knowledge of School Age Care/Afterschool programming? ____Yes ____No. If yes, describe.

H. SUSTAINABILITY: Describe your funding for year four. Be Specific, list funding sources and all partners. Explain your sustainability completely.

ACTUAL BUDGET SUMMARY (Make additional copies as needed)

Program Name: _____

BUDGET CATEGORY	BRIEF EXPLANATION / DESCRIPTION	SINGLE PRICE	TOTAL PRICE
Salaries		\$	\$
Subtotal (Salaries)		\$	\$
Benefits	Calculated at ____%		
Subtotal (Benefits)		\$	\$
Travel and Transportation			
Subtotal (Travel & Transportation)		\$	\$
Supplies			
Subtotal (Supplies)		\$	\$
Equipment			
Subtotal (Equipment)		\$	\$
Professional Development (educational training/conferences)			
Subtotal (Prof. Dev.)		\$	\$
Purchased Services			
Subtotal (Purchased Services)		\$	\$
Other			
Subtotal (Other)		\$	\$
SUB TOTAL - Direct Costs	TOTAL OF DIRECT COSTS (above categories)	\$	\$
Indirect Costs	Figured at ____%		
Subtotal (Indirect Costs)		\$	\$
TOTAL	GRAND TOTAL (direct costs PLUS indirect costs)	\$	\$

Budget Narrative (one for each site)

Within the space provided, show how costs are realistic and within the scope and sequence of the program goals, objectives and over all mission. The narrative shall explain how applicant will use award funds and funds from other sources, as well as, a detailed description explaining in-kind support or funding provided by other funds or partners in the program, if applicable.

Calculate the average cost per child, per day using the following:

Total amount requested: \$_____ ÷ proposed avg. daily attendance _____ ÷ total # of days in operation: _____ = \$_____
(per attachment six) (per attachment three) (per attachment three) = avg. cost/child/day

Itemized Budget Justification (one for each site)

Within the space provided, provide an itemized budget justification for each budget category. Be sure to sufficiently justify all costs in the order listed on the budget summary page.

